

I.	<u>Position Title:</u>	Emergency Management Coordinator	<u>Revision Date:</u>	8/05
			<u>EEO Code:</u>	Professional
			<u>Status:</u>	Exempt (Admin.)

Under the supervision of the Assistant CAO, coordinate the development, administration and operations of Sandy City's emergency plans with other City departments, governmental agencies, private and volunteer groups.

- Analyze, develop and coordinate city-wide emergency preparedness program
- Ensure successful development and implementation of emergency management by working with Department Heads and employees
- Coordinate periodic drills of emergency plans including mock disasters, system failures, toxic chemical releases, communication interruptions, activation of the city's emergency operations center and use of the emergency broadcast system
- Identifies type of training necessary for city employees and coordinate its presentation with individual departments
- Coordinate area-wide evacuation plans with fire, police and other agencies. May respond to emergencies as an observer and communications coordinator. May serve as media contact upon approval of City Administrator or Mayor
- Prepare reports, make public presentations, keep current on disaster management and recovery methods. Research is expected and training and travel will be required to remain current.

Education: Bachelor's degree from an accredited college or university in emergency management, disaster mitigation, communications, public administration, civil or structural engineering or a related field

Certifications/Licenses: Certificates of attendance from FEMA in courses related to earthquake preparedness encouraged. Valid Utah's drivers license is required. Professional designation as CEM. Prof preferred.

Responsibility for: Establishing and maintain working relationships with elected officials, department heads, and officials of other jurisdictions. Preparing reports, developing and presenting public presentations and complete technical research.

Communication Skills: Communicate effectively verbally and in writing. Contacts with local citizens, City employees and elected officials. Contacts with other departments in furnishing and obtaining

information.

Tools, Machine and Equipment Operation: Regular use of a computer and other office equipment including fax machine, copier, etc.

Analytical Ability: Follow written and verbal instructions, work with and influence staff, complete technical research and present information verbally and in writing. Ability to work collaboratively with diverse groups and or complicated projects in a complex environment.

V. Working Conditions:

Light physical effort, intermittent sitting, standing and walking. Considerable exposure to stressful situations as a result of human behavior in dealing with city department, and other governmental, and state agencies. Irregular working hours and travel may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to the job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and to not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supercedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.